



TOWN OF RIVERHEAD
Building Department
201 Howell Avenue
Riverhead, New York 11901-2596
www.riverheadli.com

(631) 727-3200
Ext. 266, 268, 283
Fax: 631-208-8039

**Required information to obtain a duplicate Certificate of Occupancy
and/or a Letter of Pre-existing use.**

1. Survey showing all current structures on premises.
2. Suffolk County Tax Map number of parcel.
3. Name and address of current owner.
4. Phone number of someone to contact during working hours.
5. Smoke detector affidavit must be completed, signed and notarized.
6. Information sheet must be completed.
7. The fee is \$150.00 per signed Certificate of Occupancy and/or Duplicate Certificate of Occupancy.
8. It takes four (4) or five (5) working days to complete the search.

Information listed is to determine if a Smoke detector affidavit is required:

I am requesting a letter or pre-existing use and/or duplicate Certificate of Occupancy for the listing below I am requesting it for the following reason:

- ☐ Sale of property
- ☐ Refinance of property
- ☐ For my own records
- ☐ Section 8 housing requirements
- ☐ For rental use

Name of person who is requesting information_____

Property owners name_____

Location of property_____

Suffolk County Tax Map Number: Section:_____ Block:_____ Lot:_____

Telephone number of someone we can contact during working hours:

Signature of Applicant

Sworn before me on this day_____

of _____ 200 _____.

Notary Public

